

## **Exhibit 2-G**

### **Project Completion Report**

TSEP recipients must complete the Final Project Completion Report, to describe the accomplishments of the project as described in the TSEP the contract signed between the grantee and the Department of Commerce. All certifications must be signed by the TSEP recipient's Chief Elected Official or Executive Officer.

Describe the accomplishments in quantifiable terms if applicable (e.g. approximately 3,100 feet of water pipe installed and /or 150 people in 45 households served). Also describe the accomplishments, which are not easily quantifiable (e.g. achieved compliance with State water quality standards or eliminated serious threats to public health.)

Provide an explanation for any differences between the original proposed accomplishments and the final accomplishments.

The Final Completion Report consists of the following documents:

#### **I. Final Project Performance Report**

- a. A copy of the project engineer's Certificate of Substantial Completion with the attached punch list, or final inspection report, or letter giving final acceptance of the completed project, as applicable.
- b. A copy of the long-term operations and maintenance plan.
- c. If applicable, describe any liens from contractors or suppliers, open-ended action items pertaining to enforcement of state prevailing wage or other labor requirements, or other third party claims against the project which will require restitution, escrow of funds or liquidated damages.
- d. A summary of any citizen comments or complaints regarding the TSEP project received by the local governing body or the local TSEP project manager must be attached to the Project Completion Report. The summary must include the recipient's assessment of the citizen comments and a description of any action taken in response to the comment or complaint.

2. Statement of Cost: TSEP Funds,

3. Statement of Costs: Non-TSEP Funds,

4. Certification of Grantee, and

## I. Final Project Performance Report

### Proposed and Actual Accomplishments

TSEP Grant Recipient \_\_\_\_\_

Contract #MT-TSEP-CG-\_\_-\_\_\_\_

### ***Proposed Accomplishments***

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### ***Actual Accomplishments*** (If no change from proposed accomplishments simply state "Same")

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## 2. Statement of Costs: TSEP Funds

Name and Address of TSEP Recipient: \_\_\_\_\_

Commerce Contract Number #MT-TSEP-CG-\_\_ - \_\_\_\_

<b>Budget Line Item</b>	<b>Final TSEP Budget</b>	<b>TSEP Funds Expended to Date</b>	<b>Balance Remaining</b>
<b>Administration</b>			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
<b>Total Administration Budget</b>			
<b>Activity Budget</b>			
9.			
10.			
11.			
12.			
<b>Total Activity Budget</b>			
<b>Total TSEP Budget</b>			

### 3. Statement of Costs: Non-TSEP Funds

Name and Address of TSEP Recipient: \_\_\_\_\_

Commerce Contract Number #MT-TSEP-CG-\_\_ - \_\_\_\_

Budget Line Item	Final Amount Budgeted	Expended to Date	Balance Remaining
<b>Administration</b>			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
<b>Total Administration Budget</b>			
<b>Activity Budget</b>			
9.			
10.			
11.			
12.			
13.			
<b>Total Activity Budget</b>			
<b>Total Budget</b>			

(Instructions: Include a separate copy of State of Costs for each non-TSEP funding source involved in the project.)

#### 4. Certification of Grantee

It is hereby certified that all activities under taken by the TSEP grant recipient with funds provided under contract #MT-TSEP-CG-\_\_-\_\_\_\_\_ have been carried out in accordance with said contract; and that

- A. There are no unpaid costs, liens, or third party claims remaining against the TSEP project, all prevailing wage requirements applicable to this contract have been complied with, and there are, to the recipient's knowledge, no outstanding prevailing wage claims;
- B. Statements and information contained in this Final Project Completion Report are true and correct;
- C. All records related to grant activities are available on request and will be kept for three years after the date of final closeout approval by the Department;
- D. A final audit will be conducted in accordance with TSEP requirements and all findings, if any, will be resolved;
- E. The average residential monthly user rate is \$\_\_\_\_\_, which is at or above the MDOC target rate.
- F. The Status of Funds Report represents the amounts identified in the audit as being the correct total TSEP expenditures accepted for the project;
- G. Any interim loans through the Board of Investment's INTERCAP program have been repaid; and
- H. It is hereby acknowledged that any remaining unexpended balance of TSEP funds for the TSEP project under this contract will be retained or recovered by the Department.

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(Typed Name and Title of Chief Elected Official)      (Signature of Chief Elected Official)      (Date)